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TRANSCRIPT REIMBURSEMENT FUND GUIDELINES

The Transcript Reimbursement Fund (TRF) was established by the legislature in 1981 and is funded through the Certified Shorthand Reporters annual license renewal fees. The purpose of the TRF is to provide transcript reimbursement costs to indigent litigants. There are certain criteria to determine eligibility. These Guidelines should clarify those criteria.

If you would like to review the code sections related to each criteria, you may access the language through the links provided. If you would like to review the relevant TRF codes in their entirety, you may access them through a link provided for you at the end of this document. In addition, sample invoices/and letters may be obtained by requesting them through connie_conkle@dca.ca.gov.

Essentially, the criteria to qualify for reimbursement are:

- ❖ This office (Court Reporters Board) files everything pertaining to TRF by case name. Please identify correct and complete case names on all correspondence pertaining to TRF.
- ❖ The litigant must be indigent; that is a person a) whose income is 125% or less of the poverty level as defined by the U.S. Office of Management and Budget (San Francisco), b) who is disabled and whose income after medical expenses is 125% or less of the poverty level, or c) who is eligible to receive supplemental security income. Business & Professions Code (B&P), section [8030.4.\(f\)](#).
- ❖ The litigant must be represented by legal counsel. Persons representing themselves at any stage of the case do not qualify. B&P section [8030.4.\(e\)](#), and B&P section [8030.4.\(n\)](#).
- ❖ The case cannot be fee generating. B&P section [8030.4.\(g\)](#).
- ❖ The applicant must be a qualified legal services project, qualified support center, other qualified project, or pro bono attorney. B&P 8030.4(e). If the applicant is a pro bono attorney, the case must have been referred to that attorney by a qualified legal services project, qualified support center, or other qualified project, or the attorney must have been appointed by the court. B&P sections [8030.4.\(d\)](#), and B&P section [8030.8.\(c\)](#).
- ❖ The applicant must certify to refund the full amount of all reimbursements from the TRF from any award of court costs or attorneys' fees. B&P section [8030.2.\(e\)](#).
- ❖ The applicant or the certified shorthand reporter, whichever one is reimbursed by the TRF, must notify the court of such payment and that if any costs are awarded, the TRF must be repaid. B&P section [8030.6.\(d\)](#).

- ❖ The TRF pays for transcripts - original and one copy only - of court or deposition proceedings. Expedited fees are also covered.
- ❖ Reporters' invoices must contain a breakdown of costs.

Review the entire code relative to TRF: [B&P Code sections 8030.2. through 8030.8.](#)